

Arrivals, In house, Departures

At the top of the Front Desk, next to the Reports Tab, is the Quick List. Use this to see a quick list of all of your Arrivals, Departures and In-house Guests on the current system date.

When you click on any of the three links: Arrivals, In House, Departures a pop-out will open with a list of the current bookings in the list. You can then Sort the list alphabetically by Last Name or sequentially by Room.

Click on any of the Guest Names and the Booking Details window will open with the Guest Details. You can then check-in, check-out a guest, add a charge, etc.

In House ✕

[Johnson, Erica \(223\)](#) [Jones, Beth \(120\)](#) [Smith, Joe \(109\)](#) [Willis, Brad \(113\)](#)

Sort by Last Name ▲ | [Last Name ▼](#) | [Room ▲](#) | [Room ▼](#)

Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 17-SEP-2016

Front Desk

Phone List

Housekeeping

AR Accounts

House Accounts

Pass On Log

Night Audit

Quick Search [More Search Options](#)

Last Name:

Confirmation #:

Folio #:

Arrival Date: 

Departure Date: 

Quick Search

Quick Charge

* Quick Charge:

* Add Charge:

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date: 

Apply Charge

Hotel Summary

Remaining Arrivals: 0

Arrivals with Unassigned Rooms: 0

Remaining Departures: 1

Currently In House: 4

Staying over from last night: 3

Arriving Tomorrow: 0

Departed Guests: 0

System Messages

No System Messages

[Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	25-SEP-2016 13:07:27

Front Desk Tab